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25 April 1949

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MEMORANDUM FOR [redacted]

SUBJECT: Additions to T/O of Training Branch

1. The following additions should be made to the proposed T/O of the Training Branch now under consideration:

a. Projectionist, licensed for 35 mm. film, with sound equipment, CAF-5.

(Plans are being made to include 35 mm. projection equipment in the Training Center of OPC and OSO, which will require the employment of a licensed projectionist.)

b. Executive Officer, Office of Chief of Training, CAF-11.

(The large mass of detail already accumulated in relation to physical problems of training both in Washington and outside and the relationship to OSO in joint training ventures forecasts the need in the immediate future of an executive officer in the Chief of Training Office.)

2. The following correction should be made in the proposed T/O of the Training Branch now under consideration:

In the "Services Unit", two research assistants CAF-11 were included. One of these should be a Chief of the Research Section, CAF-13, in order to employ someone qualified to superintend the preparation of the essential training manuals.

[redacted]

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Chief, Training Office

JH/lt

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